

**Houston Independent School District
Office of Special Education Services
Division of Administration and Compliance**

SERS REQUEST FORM

SERS Center (place an X in the box before the applicable SERS location):

<input type="checkbox"/>	Alcott	<input type="checkbox"/>	Petersen	<input type="checkbox"/>	Holden
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Instructional Setting (place an X in the box in before the applicable setting):

<input type="checkbox"/>	Life Skills	<input type="checkbox"/>	MI	<input type="checkbox"/>	PPCD
<input type="checkbox"/>	Behavior	<input type="checkbox"/>	Resource	<input type="checkbox"/>	Speech
<input type="checkbox"/>	AI	<input type="checkbox"/>	VI	<input type="checkbox"/>	OT/PT

Other Setting:

Material Requested (place an X in the box(es) before the applicable material):

<input type="checkbox"/>	Instructional Material	<input type="checkbox"/>	Software
<input type="checkbox"/>	Equipment	<input type="checkbox"/>	Furniture

Originated by:		Date submitted:	
Approved by:		Date:	
School/ Prog/ Dept:	Phone:	Route #:	

Vendor:	Vendor No.:	Vendor Phone:
Vendor's Address (street, city, state, zip):		
Sales Rep:		

Quantity	Item No./Description	Page No.	Unit Cost	Total

subtotal	
ship/hand	
Grand Total	

Date Received at SERS:	SERS Personnel :	Reply Date:
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REV 7/11/2006